



TRANSPORTATION

**VEHICLE CONTROL AND VEHICLE
MANAGEMENT GUIDELINES**

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This instruction establishes guidelines for Vehicle Control and Vehicle Management for the 4th Air Support Operations Group (4 ASOG). It provides guidance, procedures, and responsibilities to ensure personnel management and to organize vehicle resources in the most efficient manner throughout the 4 ASOG. Specifically, this instruction applies to commanders at squadron and detachment levels, Vehicle Control Officers (VCOs) at squadron and detachment levels, vehicle maintenance liaisons at squadron levels, and all operators of the MRC-144 system. Squadron and detachment commanders are responsible for the effective execution of this instruction. This instruction supersedes 4 ASOG Operating Instruction dated 1 April 2000.

References: AFI 24-301, *Vehicle Operations*; USAFE Sup 1 AFI 24-301, *Vehicle Operations*; AFJMAN 24-306, *Manual For The Wheeled Vehicle Driver*; USAFEI 24-306, *USAFE Pride in Maintaining Excellence (Prime) Vehicle Care Program*; AFMAN 24-307, *Procedures For Vehicle Maintenance Management*; AFMAN 24-317, *Vehicle Control*; AFTO 36A12-1A-2091, *Operator's Manual*; AR 750-1, *German Law and Driver Pamphlet*; 190-34, *Driver's Guidebook and Examination Manual for Germany*; USAREUR Regulation 55-1, *United States Army Motor Vehicle Operations on Public Roads*; AFI 23-220, *Report of Survey*; AFMAN 37-123, *Management of Records*; AFMAN 37-139, *Records Disposition Schedule*.

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CHAPTER 1

VEHICLE OPERATIONS/CONTROL

1.1. Commander's Intent. The purpose of this instruction is to help the 4 ASOG effectively support the V Corps mission. The group vehicle control program is a vital part of this support, ensuring Theater Air Control System readiness through consistent asset control, maintenance, and performance.

1.2. General Roles, Designations, and Reporting. The 4 ASOG Fleet Manager is responsible for the overall efficient and economical use of the fleet. Under the 4 ASOG vehicle authorization listing (VAL), 86th Transportation Squadron deems all vehicles the direct responsibility of the 4 ASOG and establishes sub-VALs by assigning vehicles to subordinate units. The 4 ASOG/LGT is the group-level fleet manager for 86 TRANS and will be the focal point for all vehicle issues; also, act as liaison with 86 TRANS Fleet Management Section for all vehicle matters. 4 ASOG/LGT will track and monitor specified group action items and keep the Chief of Maintenance (COM), deputy commander, and the group commander informed on all vehicle matters. Unit-level responsibilities for the VCO are outlined in AFI 24-301. Within this instruction, VCO will be used to describe the title of the primary person responsible for all vehicle operations at specific locations and does not denote rank, whether officer or NCO. All units will have primary and alternate VCO, and will coordinate all vehicle issues through the 4 ASOG/LGT.

1.3. Responsibilities.

1.3.1. Squadron and Group Detachment Commanders will:

1.3.1.1. Appoint in writing primary and alternate VCO. Appointee should have 1 year remaining on station.

1.3.1.2. Ensure individuals operating vehicles over 14,000 gross vehicle weight (GVW) are licensed IAW (AFI 24-301 and para 2.9 of this OI).

1.3.1.3. Ensure unit has approved lesson plans on file for the vehicles assigned to the unit.

1.3.1.4. Ensure newly appointed VCOs are trained by 86 TRANS Fleet Management's Vehicle Control Function (VCF) within 30 days of appointment.

1.3.1.5. Revoke or suspend a vehicle operator's GMV driving privileges for due cause and ensure the individual's license is returned to 86 TRANS Fleet Management's Operator Records and Licensing (OR&L) Section IAW AFI 24-301, Chapter 4.11.4.

1.3.1.6. Appoint an investigating officer to conduct an investigation of each vehicle accident, misuse and abuse case, IAW AFMAN 23-220, Reports of Survey for Government Property.

1.3.2. The 4 ASOG/LGT will:

1.3.2.1. Serve as the focal point for all vehicle matters for the 4 ASOG and responsible for group-wide fleet management.

1.3.2.2. Serve as the vehicle liaison to 86 TRANS and USAFE.

1.3.2.3. Assist squadron and detachment VCOs on vehicle issues.

1.3.2.4. Brief newly assigned group staff members on local vehicle policies and procedures. Maintain documentations in continuity book.

1.3.2.5. Schedule and conduct annual group staff assistance visits (SAVs) with subordinate units.

1.3.2.6. Monitor Vehicle Control Function activities at squadron and detachments.

1.3.3. Squadron and Detachment VCOs will:

1.3.3.1. Coordinate for replacement VCO with commander 60 days prior to PCS.

1.3.3.2. Ensure accountability for all vehicles assigned to their unit

1.3.3.3. Ensure AF Form 1800s are filled out, tire pressure checks are documented, and vehicle odometer readings are recorded by the 7th of each month.

1.3.3.4. Send monthly mileages to 86 TRANS Maintenance Control and Analysis (MC&A) by the 7th day of the month.

1.3.3.5. Perform 10% monthly inspections on assigned vehicles. Forward copies of 10% monthly inspection reports to 86 TRANS Fleet Management, VCF section. Courtesy copy the unit commander and 4 ASOG/LGT by the last duty day of each month.

1.3.3.6. Send vehicle registration numbers for deployed assets to 86 TRANS Fleet Management VCF section and to the 4 ASOG Fleet Manager for tracking purposes.

1.3.3.7. Reply within 15 days to 86 TRANS Fleet Management VCF section with corrective actions for discrepancies noted during staff assistance visits (SAVs) and vehicle technical inspections (VTI).

1.3.3.8. Identify vehicle trainers/certifiers to 86 TRANS ORL office for background investigations.

1.3.3.9. Brief newly assigned unit members and operators on local vehicle policies and procedures. Maintain documentation in continuity book.

1.3.3.10. Maintain a continuity book IAW 86 TRANS Vehicle Control Officer Program Guidance.

1.3.3.11. Forward completed DA Form 5988, DA Form 2404, and any other maintenance forms used by the Army Motor Pool to squadron Vehicle Maintenance Liaison for processing.

1.3.3.12. Ensure fire extinguisher is mounted properly in a vehicle as required.

1.3.3.13. Ensure vehicles with a pintle hook have the appropriate label affixed near the rear bumper.

1.3.3.14. Defend vehicle requirements, justify requests for additional vehicle requirement; comply with vehicle rotation plan; notify 4 ASOG/LGT when assigned vehicles are no longer required.

1.3.3.15. Coordinate appointed trainers submission through appropriate agencies.

1.3.3.16. Develop and maintain unit lesson plan.

1.3.3.17. Responsible for the coordination of vehicle modification request.

1.3.3.18. Responsible for update and submission of unit's Vehicle Mission Essential Level List.

1.3.3.19. Procure, issue, secure and accountability of fuel coupons.

1.3.4. Vehicle Maintenance Liaison will:

1.3.4.1. Be the focal point for all maintenance issues at the squadron and detachments.

1.3.4.2. May perform minor maintenance. Minor maintenance is limited to repair actions of 2 labor-hours or less on vehicles and equipment items (time awaiting parts, awaiting maintenance, and direct labor hours combined must be less than 2 hours), and use only low-cost bench stock parts and material. Example of minor maintenance include, but are not limited to, changing light bulbs, fuses, gauges, mirrors, lens, and glow plugs. Minor maintenance does not include performing scheduled maintenance tasks such as oil changes, filter changes, and lubrication. Minor maintenance repairs will be documented on AF Form 1827.

1.3.4.2. Transcribe all DA Forms 5988, DA Form 2404, or any other Army Motor Pool forms to AF Form 1823. Send original AF Form 1823s to 86 TRANS/LGTM for system updates.

1.3.4.3. Consult with Army division, brigade, and battalion vehicle maintenance supervisors to assist in resolving maintenance problems at squadron and detachment levels.

1.3.4.4. Perform spot or periodic inspections on vehicles, upon return, when repaired by Army maintenance.

1.3.4.5. Be familiar with the respective ISSAs and local Army policies.

1.3.5. Vehicle Operator will: Perform vehicle inspection prior to, during, and after operation; sign AF Form 1800 after inspection. When discrepancies are discovered during inspection, notify the VCO prior to leaving on the trip. If damage occurs during the trip, annotate the AF Form 1800 and notify the VCO upon return. Do not annotate operator care items on the form. Ensure vehicle cleanliness and serviceability after operation.

CHAPTER 2

VEHICLE MANAGEMENT

2.1. Official Use of Government Owned Vehicles (GOV). Government vehicles are for official use only and will be operated, managed, and maintained IAW AFI 24-301, USAFE Sup 1 to AFI 24-301, AFJMAN 24-306, AFPAM 24-317, and USAFEI 24-306. General guidelines can be found in AFPAM 24-317, Section B, Motor Vehicle Official Use Policy and AFI 24-301, Chapter 2, Official Use of Vehicles. Contact 4 ASOG/LGT for specific questions regarding vehicle use policies. EXCEPTION: 4 ASOG units only, Air Force GOVs may be used to transport USAF members and their dependents, arriving and departing Germany, on PCS orders between the airport and duty location. Army vehicles will not be used for this purpose. Unit commanders will approve such use on a case-by-case basis.

2.2. Safety. In accordance with AFPAM 24-317, 4 ASOG VCOs are required to conduct and document monthly vehicle orientation and safety education briefings. Topics can include seasonal driving conditions, dangers associated with alcohol, and any local hazards. The most common and easiest way of communicating this information is through e-mail to the unit. Document monthly vehicle orientation and education safety briefings and file in the VCO continuity binder. NOTE: Operators, when traveling on German autobahns, will not exceed posted KPH or the speed rating of the tire, which ever is lower. This applies to all government owned, rented or leased vehicles.

2.3. Accident Procedures. VCOs are responsible for providing operators with appropriate procedures to follow in the event of a vehicle accident. All vehicle operators must immediately report accident damage, however minor, to the unit VCO. The VCOs will up-channel accident information through their chain of command, and will also forward information to 4 ASOG/LGT. VCOs will build accident case files upon notification. All vehicles involved in accidents must be turned in to vehicle maintenance as soon as possible. Squadron VCOs will provide status updates to 4 ASOG/LGT, for maintenance support received through the Army. If towing is required and detachment's Army maintenance facility cannot provide towing, the VCO will make arrangements with 86 TRANS/LGTO Dispatch Section. Contact 4 ASOG/LGT when circumstances prohibit this turn-in process. Refer to attachment 1 for accident procedures for 4 ASOG VCOs and attachment 2 for procedures for the *operator*.

2.4. Vehicle Security and Auxiliary Parking.

2.4.1. Driver Pamphlet 190-34, *Driver's Guidebook and Examination Manual for Germany*, section 2-14, provides rules and guidance for security of all military vehicles. When parking a motor vehicle, operators must ensure vehicle windows, ventilators, and doors are closed. It is the operator's responsibility to ensure vehicles are secure when parked and unattended. Upon return and prior to operating the vehicle, perform visual check for damages or tampering.

2.4.2. VCOs will develop a general parking policy in writing how vehicles will be parked and secured while in garrison. The information will be sent to 86 TRANS Fleet Management VCF section and filed in continuity book. If vehicles cannot be parked together in one secure location, the letter must specify an auxiliary parking location. The letter will include procedures establishing the means of securing vehicles and ensuring force protection. VCO will perform site survey to verify proper lighting and night-time security. The letter will not include vehicle registration numbers, since these are subject to change.

2.5. HQ USAFE Vehicle Authorization Revalidation. Vehicle revalidations are conducted by MAJCOM at least once every 3 years. During revalidations, VCOs will justify their unit vehicle assets. Prior to a scheduled vehicle revalidation, VCOs will send these justifications to 4 ASOG/LGT for review and analysis.

2.6. Vehicle Rotations/Utilization Analysis. Vehicle rotations are performed as necessary to ensure vehicles

meet the established Air Force vehicle goals, 4 ASOG fleet mileage averages, and other vehicle management objectives. High-mileage vehicles must be exchanged for low-mileage vehicles for fleet conservation. Authorization deletions, changes, and rotations will be considered for infrequently used vehicles. Vehicle utilization not IAW unit's Basis of Issues (BOI) may be subject to authorization deletion. In-house vehicle rotations are encouraged to ensure consistent vehicle utilization.

2.6.1. Evaluations for vehicle rotations within the 4 ASOG will be conducted annually by 86 TRANS and 4 ASOG/LGT. Unit commanders and VCOs will be notified of any vehicles earmarked for rotation.

2.6.2. New sub-VALs reflecting permanent rotation changes will be generated and distributed within 30 days by 86 TRANS through 4 ASOG/LGT.

2.7. Types of Staff Assistance Visits/Inspections.

2.7.1. 86 TRANS Fleet Management VCF will conduct an annual staff assistance visit (SAV) and a vehicle technical inspection (VTI) every 6 months. The VCF will inspect a minimum of 25% of the unit's fleet for each inspection with a total of 50% of the fleet for the year. The 4 ASOG Fleet Manager will assist VCF personnel with the vehicle technical inspection. All inspections will be performed IAW the prime vehicle care inspection criteria listed in USAFEI 24-306.

2.7.2. 4 ASOG Transportation SAV will be conducted in conjunction with the first 86 TRANS Fleet Management SAV and will include squadron and detachment VCOs and VMLs. SAVs will consist of an overall review of the unit's vehicle operating procedures, maintenance operating procedures with the Army, and any vehicle issues the VCO or VML wishes to discuss.

2.7.3. 4 ASOG Transportation inspection will be conducted in conjunction with the second 86 TRANS Fleet Management visit. Units will be inspected on items listed in the transportation support checklist. See attachment 5.

2.7.4. Scheduled and No-Notice Inspections. Inspections will be conducted by 4 ASOG/LGT as directed by the directorate of logistics or group commander. For no-notice inspections, a 1-day notice will be given to the unit receiving the inspection. Inspection criteria are outlined in the 4 ASOG SAV checklist for vehicle support. Results will be published within 14 duty days and forwarded to the 4 ASOG Commander for approval. Units receiving an unsatisfactory rating will be re-inspected within 30 days. The unit VCO will be present during group inspections.

2.8. Vehicle Modifications. Additions, deletions, or modifications (e.g. bed liner, camper shell, radios, etc.) from the vehicles' original configuration will not be accomplished without prior written approval from 86 TRANS/LGTO and LGTM. Complete justification and documentation is required. Submission should include costs, measurements, and drawing diagrams. In most cases, 4 ASOG will be responsible for funding parts and labor. VCOs will send a courtesy copy of the modification letter to 4 ASOG/LGT.

2.9. Licensing and Training.

2.9.1. Licensing. Issuance of a GOV license is conducted by 86 TRANS Fleet Management ORL Office. Members must have an active AF Form 2296, Vehicle Operator Information, in the 86 TRANS Fleet Management ORL Online Vehicle Integrated Management System (OLVIMS) and a valid USAREUR license to operate a Air Force general purpose vehicle or military designed general purpose vehicles of 14,000 pounds GVW or less, when authorized by unit commander. For vehicles over 14,000 pounds GVW, operators must obtain government licensing IAW AFI 24-301, Chapter 4, para 4.4. Members must comply with host installation licensing requirements in order to operate Army vehicles.

2.9.2. Individual may use AF Form 171, Request for Driver's Training and Addition to U.S. Government Drivers License, as a temporary license until they can have the AF Form 2296 updated. AF Forms 171 are only valid when used with the member's military ID and USAREUR license.

2.9.3. Training. Units assigned special purpose or general purpose vehicles over 14,000 pounds GVW are required to have unit trainers/certifiers. The unit is responsible for ensuring trainers/certifiers are appointed in writing. The appointed vehicle trainer/certifier must have extensive knowledge and experience on the designated vehicle types for which they will perform training. It is recommended that trainers have at least 6 months experience operating a vehicle before being appointed as a trainer or certifier.

2.9.4. Unit VCOs will identify in writing appointed trainers to 86 TRANS Fleet Management ORL section to screen their driver's record. All appointees' traffic safety records will be reviewed for violations through 86 SFS. Appointees with unsatisfactory driving records will be disapproved as trainers (turn-around time is normally between 1 ½ to 2 weeks). Letters of appointment will be returned to their respective VCOs after approval or disapproval. Maintain documentation in continuity book.

2.9.5. Lesson plans. Units assigned special purpose vehicles will have approved vehicle lesson plans on file. Lesson plans must be approved by the unit commander, 86 TRANS Vehicle Operations Officer (VOO) or Vehicle Operations Superintendent (VOS), and 86 TRANS Vehicle Maintenance Manager (VMM). When developing and reviewing plans, VCOs will ensure:

2.9.5.1. All plans must have proper training references (e.g. Air Force, Army or AFOSH Standards for vehicle operator).

2.9.5.2. The content of previously approved lesson plans is current and compliant with applicable instructions. Examples of approved lesson plans can be obtained from the 86 TRANS ORL section. Special purpose vehicle lesson plans should always include attachments on how to operate levers, buttons, pulleys, knobs, pintle hooks, winches, etc.

2.9.6. Individuals required to operate vehicles while wearing chemical warfare equipment require additional training. Method of training will be established by each unit and documented in training records. Unit VCO will issue AF Form 483, *Competency Card*, to be carried by operators.

2.9.7. M113 Trak Training. TACPs designated as tank commanders will be officially trained by the Army on M113 TRAK. Training will consist of attending the Army's formal course. Upon completion of the course, the trainee will have the Army instructor complete blocks 20-23 on AF Form 171. The trainee will take the completed AF Form 171, along with the certificate of training from the Army, to VCO for processing. NOTE: Individuals that have been previously trained or licensed on the M113 Trak, by other than the Army, who show competence during proficiency checked by the Army instructor, do not have to be retrained to meet para 2.9.8 criterion.

2.10. Vehicle Justifications. Units needing to make adjustments to their current vehicle requirements or authorizations will complete an AF Form 601, *Equipment Action Request*. In addition, 86 TRANS Fleet Management's 13-question justification must be completed in conjunction with the AF Form 601. Use the same form to justify vehicles of the same type, that perform the same function. All AF Form 601 will be submitted to 4 ASOG/LGT for review and approval before submitting to 86 TRANS/LGTO.

2.11. Rental Vehicles/Lease Authorizations. The 4 ASOG Commander and subordinate unit commanders may rent general or special purpose vehicles up to 59 days without approval from 86 TRANS/LGTO. Funding will come from the unit's O&M funds. Rentals exceeding 59 days must be coordinated through 86 TRANS Fleet Management for approval. Units may not lease vehicles without a lease authorization. Submit AF Form 601 with justifications for lease authorizations to 86 TRANS Fleet Management for approval, with a courtesy copy to 4 ASOG/LGT.

2.12. Vehicle Mission Essential Level List (MEL). VCOs are responsible for the update and submission of their unit's MEL to the 4 ASOG/LGT. This submission will be reviewed and coordinated by 4 ASOG Director of Operations prior to being submitted to 86 TRANS for final approval. 4 ASOG/LGT will notify unit VCOs prior to the annual submission. Negative reply is required and justifications must accompany any changes. 4 ASOG/LGT will forward any MEL justification updates to 86 TRANS Fleet Management and Vehicle Maintenance Section.

2.13. Fuel Coupons. VCOs will obtain fuel coupons for their units. Fuel estimations will be determined by the prior year's vehicle fuel consumption. VCOs will submit an AF Form 9, Request for Purchase, to the group budget officer for fuel purchase. AF Form 9 will be returned to the VCO after being routed through contracting. Refer to attachment 3 for further instructions involving purchase, issue, return, and security of fuel coupons.

2.14. Standard Form 1164, Claim for Reimbursement for Expenditures for Official Business. This form is used for reimbursement of travel when a POV is authorized on orders to conduct official business. Policy governing the use of GOV/POV in the local area for conducting official business can be found on attachment 4.

2.15. U-Drive-It Request. Additional general purpose vehicles can be requested through 86 TRANS/LGTO to support 4 ASOG mission. Submit UDI request to the unit's VCO. 86 TRANS/LGTO requires at minimum 72 hours of notification prior to the required date. After confirmation of vehicle availability, the requestor must arrange transportation to pickup and return of the UDI vehicle from 86 TRANS/LGTO at Ramstein. 4 ASOG/LGT may assist the requestor with transportation to pickup and return of vehicle. The requestor is responsible for the cleanliness and serviceability of the vehicle prior to returning to 86 TRANS/LGTO.

CHAPTER 3

VEHICLE MAINTENANCE/REPORTING

3.1. Maintenance Support Levels and Responsibilities.

3.1.1. General. 4 ASOG units may utilize several variations of maintenance support based on the unit's mission and available maintenance facilities. Maintenance facilities include both Army and Air Force, some at GSU-supporting wings, others at collocated Army units, and the rest within the 4 ASOG maintenance structure.

3.1.2. 4 ASOG units are usually geographically separated from Air Force maintenance facilities and must rely upon Army vehicle maintenance per established Interservice Support Agreements (ISSAs). The 4 ASOS (ASOC) is capable of performing most field-level vehicle repairs, maintenance actions, and some vehicle modifications as approved by the Chief of Maintenance (COM). Neither 1 ASOS nor 2 ASOS have their own maintenance capability. These two units rely on the Army for maintenance. Non-routine maintenance on the group's general-purpose vehicles in Germany is done at 86 TRANS/LGTM. Detachment 1, 4 ASOG, in Vicenza, Italy, will send its vehicles to 31st Transportation Squadron, Aviano Air Base, Italy. In addition, 86 TRANS/LGTM at Kapaun Air Station, Germany, services 4 ASOG's tactical vehicles as required.

3.2. Air Force Maintenance.

3.2.1. 86 TRANS Maintenance Support. 86 TRANS is responsible for vehicle maintenance support to all 4 ASOG units in Germany. This support includes maintenance of general purpose and tactical vehicles.

3.2.2. 31 TRANS Maintenance Support. 31 TRANS is responsible for vehicle maintenance support to Detachment 1, 4 ASOG. This support includes only Detachment 1 general-purpose vehicles. Maintenance for unit's HMMWVs is provided by local Army maintenance facility.

3.2.3. 4 Air Support Operations Squadron. 4 ASOS has its own maintenance facility, personnel, and does not rely solely on 86 TRANS or Army maintenance for support. When mission needs dictate and as directed by the COM or the 4ASOS Systems Flight Commander, 4 ASOS will perform maintenance or modifications on vehicles from other units.

3.2.4. 1 ASOS and 2 ASOS vehicle maintainers primary responsibility is to act as liaison between their Air Force unit and their local Army maintenance. Liaisons must provide subject-matter expertise to the squadron maintenance superintendent and commander, be familiar with their respective ISSAs and local Army policies. Problems with ISSA support should be brought to the attention of 4 ASOG/LGX. Army maintenance structure is obligated to support TACP requirements. It is the vehicle liaison's responsibility to ensure Army maintenance is acceptable.

3.3. Army Maintenance.

3.3.1. The Army maintenance structure involves several levels of support. The levels for support are: Technical manual, series 10, is operator-level maintenance and can be equated to the AF Form 1800 level inspections and maintenance checks; Technical manual, series 20, is Army unit-level maintenance and includes brigade-, battalion-, and division-level maintenance; Technical manual, series 30, is direct support maintenance and is responsible for repairs that cannot be accomplished at the organizational level.; Technical manual, series 40, is general support level maintenance; Technical manual, series 50 is depot level maintenance.

3.3.2. Army Regulations. There are several regulations that govern Army maintenance activities and the support they provide. Maintenance performed on Air Force vehicles is done IAW AR 750-1. This regulation pertains to vehicles maintained at the 10/20 level. Safety inspections are conducted IAW AR 385-55.

3.4. Dispatch Procedures. When entering Air Force vehicles into the Army maintenance system, VCOs will do so using the Army dispatch procedures and system. Use of the Army dispatch process and system does not mean that the Army has ownership of the Air Force assets. Rather, it is used to provide visibility, tracking, and accountability for the Air Force assets while they are in the Army maintenance system.

CHAPTER 4

VEHICLE OPERATING POLICIES AND PROCEDURES

4.1. Convoy Procedures. Convoy movements are necessary to move military personnel and supplies in sequence, to support missions. It is imperative that operators have a general knowledge of how to conduct and coordinate procedures for Army convoys. This chapter covers general procedures for convoy movements.

4.2. Convoy Organization. A convoy is a group of two or more vehicles organized under the control of a single commander. A convoy commander may be an officer or NCO depending on the size of the convoy. Convoys may be broken down into a march column, serial, and march unit. The march column consists of all the vehicles involved in a single move over the same route. The serial is a subdivision of the column, and a march unit is a subdivision of the serial. Normally, march columns of 20 or less vehicles can be managed by a single convoy commander. When convoys consist of a greater number of vehicles, it becomes necessary to break down march columns into more manageable elements such as serials and march units.

4.3. March Column Structure. All march columns, regardless of size, consist of three parts: head, main body, and trail. Each one of these elements has a responsibility. At times, it may be necessary to add a fourth element called the detachment party, which is normally sent before or after the column.

4.3.1. Head Column. The head is the first task vehicle in the column. The pacesetter normally rides in this vehicle and sets the pace that can be maintained by the slowest moving vehicle in the column. This prevents large column gaps developing when faster vehicles to move ahead. The officer or NCO at the head is responsible for following the proper route, checking scheduled points, and receiving changes in orders by the convoy commander. This allows the convoy commander to move up and down the column to make necessary adjustments.

4.3.2. Main-Body Column. The main body of the column follows directly after the pacesetter. It consists primarily of vehicles carrying troops, equipment, and supplies. If necessary, this unit can be broken down into serials and march units.

4.3.3. Trail Column. The trail is the last element at the end of the march column. Trail personnel normally consist of maintenance and medical personnel. The trail officer or NCO ensures traffic is warned of the convoy ahead and makes sure guides and markers are picked up. Trail personnel also make vehicle repairs and arrange for towing, if necessary.

4.3.4. Detachment Parties. Detachment parties locate and arrange for bivouac areas, billeting, parking facilities, and other necessary items before the convoy arrives. Detachment parties are also responsible for route reconnaissance, guides, and traffic control personnel as needed.

4.4. March Column Formations. There are three types of march column formations employed by convoy commanders. The main difference between the three is the amount of distance between the vehicles. Certain factors, such as weather, tactical situation, enemy capability, and condition and type of road will determine how a formation is organized.. The following paragraphs give a basic description of each kind of formation.

4.4.1. Close Column. Close column formation is used in blackout conditions or in movements through congested areas. Vehicles in this formation follow each other at the minimum distance that safety, traffic conditions, and the tactical situation permit. Its advantage is that the full capacity of the road can be utilized since space is reduced to the minimum required for safe driving. Column control communications are better in sub-compact columns. Fewer guides, escorts, and markers are needed. However, close column formations do not provide dispersion against enemy observation or attack. Careful scheduling is required to avoid blocking traffic intersections. Greater

driver fatigue is generally experienced in close column than in other formations.

4.4.2. Open Column. Open column is generally used for daylight moves. In this formation distance between vehicles is increased to gain more protection from hostile action. Open column also permits concurrent use of roads with other traffic and allows for some protection from enemy observation, allows greater speeds with added safety, greatly reduces driver fatigue, and adds flexibility in planning. However, open columns are more difficult to command and control. Added gaps make it hard for drivers to maintain prescribed spacing.

4.4.3. Infiltration. Infiltration is used when maximum secrecy, deception, and dispersion are needed. This is achieved by dispatching vehicles to a predetermined destination over one or more routes at irregular intervals. To observers, infiltration looks like regular traffic flow. This type of formation can be used in congested areas and is suitable for daylight moves. Infiltration provides the best possible defense against enemy observation/attack, as it allows higher speeds by individual vehicles. A unit can move by infiltration over a congested traffic route, which would prove very difficult if in a single unit or column formation. Normally, this formation takes longer to complete than any other formation. Drivers are usually unable to regulate their movements using the vehicle ahead. Extra attention must be paid to route marking to keep drivers from getting lost.

4.5. Convoy Coordination. All unit convoy movements over 10 vehicles will be coordinated through the regional Highway Movement Control Team (HMCT). Refer to USAREUR Regulation 55-1, for specific guidance when requesting convoy approval through USAREUR and the host nation. Unit VCOs will contact their respective Army motor pools for convoy coordination guidance peculiar to their locale. For convoy movements of less than 10 vehicles, units may conduct convoys in small increments. For example, a unit may move a total of 20 vehicles in 4 separate convoys, of 5 vehicles each, without approval.

4.6. March Credits. A march credit is required for any vehicle or combination of vehicles and loads that exceed the limitation imposed by the host nation. March credits are also required for all tracked vehicles and vehicles slower than 60kph on the autobahn. Units can obtain march credits through their regional HMCT. Minimum vehicle dimensions for Germany are listed below. Note: Length and width are determined by measuring the vehicle from bumper to bumper (or the load itself, if there is overhang).

?? Height: 400 cm (157.5 inches)
?? Width: 255 cm (88.5 inches)
?? Weight: 40 metric tons (44 tons)
?? Length for single vehicle: 1200 cm (39.5 inches)
?? Length for single vehicle with trailer: 1800 cm (60 inches)
?? Length tractor/semi trailer: 1550 cm (51 inches)

4.7. Restricted Travel Periods. Certain restrictions apply to convoy movements conducted in Germany. Convoys or trucks over 7.5 metric tons (8.3 tons) may not be driven on German holidays or Sundays between the hours of 0001 and 2200. Convoy commanders should always confer with HMCT before conducting any convoy movements for any special bulletins or changes in current procedures. German holiday schedules may be obtained from HMCT.

4.8. Convoy Speed. Speed limits imposed by the host nation will be obeyed except when lower limits are established by regulation. Convoy commanders will determine if lower speeds are needed for safe operation of military vehicles, if existing traffic, vehicle type, driver experience, or road and weather conditions require this action.

4.9. Convoy Marking. The first and last vehicles of the convoy will be marked with a 12"x 18" flag on the left side of the vehicle. The first vehicle of the convoy will have a blue flag. The last vehicle will have a green flag. The convoy commander will have a black and white flag. All vehicles in the convoy will have headlights on low beam in the daytime.

4.10. Towing Procedures. Disabled vehicles on the autobahn will be towed to the next available exit. Operators will be given a permit to tow vehicles past the next available exit only when the next military installation or repair facility is beyond the exit. For operators to proceed past the first exit, an “exception to policy” letter must be submitted to HMCT (coordinate through the unit’s servicing motor pool IAW USAREUR Regulation 55-1). The towing vehicle must be equipped with rotating yellow lights. All vehicles will be towed with a solid tow bar.

BRUCE L. CURRY, Colonel, USAF
Commander

ATTACHMENT 1**VEHICLE ACCIDENT PROCEDURES FOR 4 ASOG VCO**

A.1.1. IAW AFI 24-317, para 4.9., Note 1, and AFI 23-220, para 18.4.3., VCOs are responsible for ensuring vehicle accidents are investigated to determine if a Report of Survey (ROS) is required. Report of Surveys will be processed if there is evidence of gross negligence, willful misconduct, or deliberate unauthorized use that results in damage to a government owned vehicle. All vehicle abuse cases require a ROS to be accomplished. 4 ASOG VCOs will follow these guidelines whenever vehicle accidents occur.

A.1.2. VCOs will inform the unit commander immediately following the accident. The unit commander will appoint an investigating official (E-7 or above) to determine all possible causes of the accident. VCOs cannot be designated to investigate accidents. IAW AFI 23-220, para 18.4.3.2., these individuals do not meet the “disinterested party” requirement necessary for investigating officers.

A.1.3. The investigating officer will provide a copy of the report to the commander, unit safety representative, and the ROS program manager with his/her recommendation as to whether a ROS should be processed. The commander or appointed authority will make the final decision determining if a ROS should be initiated. If property records must be adjusted (vehicle total loss), a ROS must be processed.

A.1.4. If the commander or appointing authority determine to initiate a ROS, the 4 ASOG ROS program manager will be notified to begin the procedures. The VCO will then request an AF Form 20 (Repair Cost and Repairable Value Statement). If the facts clearly determine that a ROS is not required and no financial liability should be imposed, a letter will be forwarded to the ROS program manager. VCOs will keep a copy and file with the accident case IAW AFMAN 37-139.

A.1.5. 86 TRANS/LGTM, Ramstein vehicle maintenance will commence repairs on the damaged vehicle three days after turn-in. If the vehicle needs to be held longer the VCO will send a letter to vehicle maintenance requesting for repairs not to commence due to further investigation.

A.1.6. Commanders may still take action against an individual whom has damaged a government vehicle if a ROS was not processed or financial liability was not imposed. Refer to AFMAN 23-220 for these actions.

ATTACHMENT 2

VEHICLE ACCIDENTS PROCEDURES FOR OPERATOR

A.2.1. 4 ASOG vehicle operators are to take the following actions if they are involved in an vehicle accident while operating a military vehicle, government leased or rented vehicle:

A.2.1.1. Stop immediately and help the injured. Do not move the injured person unless it is essential for their protection.

A.2.1.2. Warn other motorists of any highway hazards. On a standard road or highway place the warning triangle at least 100 meters behind the vehicle if it is disabled. If on the autobahn, place the warning triangle at least 200 meters.

A.2.1.3. If off-base, notify the civilian authorities (German Polizei, dial 110 from any phone), and Security/Military Police. If on-base notify the SPS/MPs. In either case, notify the VCO/VCNCO and Ground Safety as soon as possible.

A.2.1.4. If there is a possibility of a claim against the government, insure photographs are taken if at all possible. Collect statements from any witnesses. Military members must protect the interests of the US Air Force.

A.2.1.5. Complete a Standard Form 91, Operator's Report of Motor Vehicle Accident. Operator must give the completed form to the VCO/VCNCO. If the operator cannot complete the SF 91, the form will be completed by the unit VCO/VCNCO.

A.2.1.6. Complete a DD Form 518, Accident Identification Card, at the scene if a POV or other civilian property is involved. Ensure Ramstein Legal Office address is on the DD Form 518. Give the completed DD Form 518 to the civilian operator, in turn, you must get the POV operator's name, license plate number, address, telephone number, and insurance information. **WARNING: If you are involved in an accident with an unattended POV do not leave the scene of the accident until the owner of the POV arrives or civilian authorities release you.** Under German law the violation can be constituted as a hit and run crime.

A.2.1.7. Comply with local laws governing reporting of vehicle accidents. Stay at the scene until advised by proper authority to leave.

A.2.1.8. Do not express opinions (orally or written) to claimants or their agents about liability, claim or the investigating findings.

A.2.1.9. Ensure the damaged vehicle is taken to vehicle maintenance as soon as possible. Contact the VCO for instructions. IAW AFI 24-301, turn in GOV license to the VCO. Reissuing of the GOV license will be determined upon completion of the investigation or at commander's discretion (due to mission requirement).

A.2.1.10. Obtain clearance from the legal office before delivering any accident report to a third party.

ATTACHMENT 3

PROCEDURES FOR FUEL COUPONS

A.3.1. Using organizations are responsible for procuring, accounting, issuing, and returning all fuel coupons.

A.3.2. Unit VCOs establish procedures for fuel coupon security, inventory, issue and return.

A.3.3. Maintain a copy of the United States Army Forces, United States European Command (USAREUR)/Army and Air Force Exchange Service-Europe (AAFES-Eur) Memorandum of Understanding for AAFES Official German and Netherlands Fuel Coupons.

A.3.4. Ensure AF Form 9, Request for Purchase, is used to purchase AAFES fuel coupons. AF Form 9 must include:

A.3.4.1. The requesting organization's elements of expense and investment code (EEIC) and quantity of coupons to be purchased.

A.3.4.2. Certification by the fuels management office.

A.3.4.3. The fuels stock fund accounting classification.

A.3.4.4. Coordination through the local contracting office for issuance of a purchase order, at which time both documents are sent or carried to the General Manager, European Distribution Area, AAFES-Eur, Attn: Inventory Control (POL), UNIT 20702, APO AE 09143. Order new fiscal year coupons as soon as AAFES begins new fiscal year issues, usually by 1 August of each year.

A.3.5. Schedule the turn-in of unused coupons to coincide with the receipt of the new fiscal year coupons. Advise the organizations that credit to their accounts will occur in the month that the accounting and finance office (APO) receives reimbursement from AAFES-Eur. Provide an info copy of the turn-in invoice to the AFO.

A.3.6. Inventory fuel coupons at least semiannually. Maintain documentation in continuity book.

A.3.7. Safeguard the coupons to ensure they are not used for other than military vehicles.

A.3.8. USAFE Form 329, Issue and Return of Fuel Coupons. Organization will use USAFE Form 329 for controlling the issue and return of fuel coupons.

A.3.8.1. Fuel coupons will be issued by the VCO or alternate.

A.3.8.2. Fuel issue will be based on distance traveled, availability of DOD fuel, and number of days TDY.

A.3.8.2.1. Ensure correct fuel type is given for the vehicle.

A.3.8.2.2. Fuel will be issued in 100L book(s) only.

A.3.8.2.3. Combine leftover coupon books to insure full use of all coupons issued.

A.3.8.3. Attach USAFE Form 329 to fuel coupons issued to include the following:

A.3.8.3.1. Date, name, grade, organization, vehicle registration number, destination, serial number of fuel coupon book, total fuel issued, fuel type, and issued by (name, grade and date).

A.3.8.3.2. Highlight “mileage reading...at the beginning of trip” and “mileage reading...at conclusion of trip” for vehicle operator to fill-in.

A.3.8.3.3. Brief the operator to request receipt or stamp on USAFE Form 329 from the filling stations’ attendant of fuel purchased with coupons.

A.3.8.4. Review and ensure operator signs the USAFE Form 329 when they turn-in the form after the trip.

A.3.8.5. Separate coupon book(s) and USAFE Form 329.

A.3.8.5.1 Place completed USAFE Form 329 and receipts(if any) in the “Completed” section of the continuity book.

A.3.8.5.2. Separate leftover coupons from book and combine to make new book of 100L.

A.3.8.5.3. Place coupon book(s) with leftover coupons in “Available Coupons” section.

ATTACHMENT 4

USE OF GOV/POV IN THE LOCAL AREA FOR CONDUCTING OFFICIAL BUSINESS

A.4.1. The wide geographic disbursement of 4 ASOG units and the distance of those units from other supporting Air Force facilities require 4 ASOG members to occasionally drive long distances to perform their official duties and to take care of official personnel and finance actions. To facilitate this travel, the 4 ASOG has obtained both Army and Air Force GOVs and we must all ensure that they are properly utilized. This mandates the use of GOVs to perform official duties. The use of POVs may be authorized only as outlined below. This applies to all 4 ASOG members, military and civilian.

A.4.1.1. Squadron and group detachment commanders may authorize the use of rental cars or POVs for TDYs IAW the JFTR, in order to increase the availability of GOVs to other members. *Authorization for the use of a rental car or POV will be annotated on the orders.*

A.4.1.2. Unit commanders may authorize the use of POVs when the traveling member requests such use of the purpose of his/her convenience. If approved, POV travel authorized for the purpose of convenience to the member will not be reimbursed. Members must use POVs if the primary intent of the trip is to conduct personal business (for example, shopping). NOTE: While performing official duty with the GOV, short convenience stops and stops at on or off-base eating establishments concurrent to official duties does not constitute personal use of a GOV.

A.4.1.3. Unit commanders may authorize the use of POVs if no GOVs are available.

A.4.1.4. Unit commanders may authorize the use of POVs if they determine that force protection or safety conditions preclude the use of GOVs.

A.4.2. GOVs are not authorized if the member is traveling to a commercial airport, train station, or bus station, when the GOV must be parked for purpose other than the loading and unloading official travel passengers and their baggage at that location. GOVs are authorized if one member drops off another member at one of those locations or parking is for the sole purpose of meeting and loading official business passengers and their baggage.

A.4.3. If member uses a POV under the conditions described in para A4.1.2 thru A4.2., The unit commander must approve the request prior to the trip. Standard Form 1164 must be filed within 10 working days of the traveler's return from the approved travel and include a justification statement (eg. "GOV use inappropriate for mission" or "GOV unavailable for mission"). Any claims past this time limit must be requested with a memorandum indicating why the traveler couldn't file the claim within the prescribed.